

SICC MEETING

Truman Building Room 493/494

May 9, 2003

Members Present

Debbie Martin, DSS
Lisa Robbins, provider
Sue Allen, provider
Valerie Lane, provider

Leslie Elpers, provider
Kathy Fuger, personnel
Anne Marie Wells, parent
Sherry Hailey, provider

Gretchen Schmitz, Insurance
Melodie Friedebach, DESE
Rep. Vicki Walker, legislature
Sherl Taylor, parent

Members Not Present

Paula Nickelson, DOH
Donna Evert, DMH
Pamela Byars, parent

Elizabeth Spaugh, parent
Joan Harter, parent
Margaret Franklin, child care

Tracey Hickerson, head start

DESE Staff Present/Presenting

Joyce Jackman, Director, Funds Management
Debby Parsons, Coordinator, Sp. Ed. Services
Mary Corey, Director, Data Coordination

Stacey Ismail, Supervisor, Effective Practices
Karen Allan, Acting Director, Effective Practices
Pam Williams, Director, Compliance

Call to Order, Welcome, and Introductions

The meeting was called to order at 8:45 a.m. Introductions were made. Two new members, Lisa Robbins and Representative Vicki Walker, were present.

Approval of March SICC Minutes and SICC Budget/Attendance Log

Correction under DSS - change the reference to DOS to DMS. Julie Nobles should be listed as a visitor and Kathy Fuger was not present. Melodie Friedebach made a motion to pass the March minutes with edits as mentioned above. Valerie Lane seconded the motion. Motion passed.

Attendance Log – Sherry indicated that the number of absences allowed before removing someone from the council is two consecutive unexcused or three consecutive excused absences.

SICC Budget – no comments

DESE Updates

• First Steps Implementation Update

Stacey Ismail reported to the Council that the provider enrollment is moving along, doing provider recruitment, service coordinators are being recruited (still a need in the JC, Rolla, southeast, and northeast areas), SPOEs are doing fine, service coordinator training (the module is in late June with other training on the First Steps process and forms training being done by video stream, web-based training available through the First Steps webpage – video will be available for loan from CISE – a message will go on listserv when this training is available). Would like to be able to provide the modules using other methods (i.e., web video, self-study, etc.).

Kathy Fuger wanted to know if a new person without the training could have a mentor assigned to them, do new people know what the First Steps philosophy is, and is there anything in the matrix that will indicate what modules someone has taken. Stacey said that DESE has not formally looked at having mentors assigned. She also indicated that when providers sign their contract, they are agreeing to provide services based on the First Steps philosophy but are not necessarily given a copy. That information is

provided to them through the DESE web page. Stacey also indicated that the matrix does not indicate what modules someone has taken.

Kathy Daulton indicated that OT/PTs working on their temporary license are listed as assistants and are unable to do evaluations. Stacey indicated that she is working with the CFO to enroll those people as specialists. Medicaid does not recognize anyone as a provider without a permanent certificate. If a child is Medicaid eligible and receiving a Medicaid service, the service coordinator should attempt to find a fully licensed person but if no one is available, then someone with a temporary license could be used.

Kathy Daulton suggested that the training curriculums should be embedded in the higher education curriculum. Some content revisions have been made to the modules; DESE has been discussing how to get the information to the trainers (minor changes to the modules will be sent to the trainers via the trainers listserv)(a retool will be scheduled for the Fall once the modules have been completely revised). Karen Allan indicated that in the fall DESE will have a two-day workshop to update the higher education staff on the modules that DESE currently has available.

Valeri Lane indicated that she is concerned that the matrix has some information in it that is not correct. Debby Parsons indicated that DESE is working with the CFO on some issues regarding this.

Debby Parsons indicated that she and Pam Williams recently met with the ECSE coalition (serves children ages three to five) and they had questions about children transitioning from First Steps to ECSE. They may also have some individuals interested in enrolling as providers. Maybe a group from the ECSE coalition and the First Steps Council could get together to discuss.

- **Funding**

Joyce Jackman handed out information about First Steps expenditures and claims for FY 03. She indicated that DESE has completed the third billing training for providers (available for Phase I and II providers but focused on Phase II providers)(one in Springfield, Cape Girardeau, and JC). Questions that were received from the trainings will be answered by DESE and put on the DESE webpage (hot topics).

In April a decision was made to notify providers that DESE would no longer be able to meet the 10-day turn around as had been done during Phase I. In April it became clear that DESE needed to carefully manage the money. DESE notified providers on the banner and when DESE realized that not everyone was getting the information through this method, DESE immediately sent a First Steps listserv message. There are three sources of funds (federal, state allocations, and Medicaid). DESE expected to bill Medicaid for services provided in Phase I and have Medicaid reimbursement by December 2002 but because of a variety of problems and working through that process, this had not been done yet. The CFO has authority to now bill electronically. DESE can only spend the state and federal allocations as they get them which is on a quarterly basis – there is not an issue of having money to do this, it is a cash flow management issue - need to take better care of distributing the money until DESE gets the Medicaid claims working correctly. One of the biggest misconceptions is that a provider would only be paid every 45 days no matter how many bills were submitted during that timeframe but what is actually happening is that the provider will be paid within 30-45 days from the date the CFO receives their invoice. A schedule for payment is on the First Steps website. Sherry Hailey indicated that this could be a start up issue for new independent providers that are entering the program especially if they choose to bill the CFO once a month. Joyce suggested providers bill on a weekly basis. Melodie said that no staff at DESE are paid out of the Part C money. DESE wants to review and collect data on expenditures for high cost First Steps services.

Stacey Ismail indicated that the SPOEs are much more aware of the First Steps philosophy and their responsibility. The SPOEs are doing a lot of the education of providers. This is the third and final year on the training contract. Melodie Friedebach indicated that there has been no internal discussion regarding the rebid. Melodie indicated that service coordinators need to be promoting and assisting eligible families in getting them enrolled in Medicaid. Melodie also indicated that DESE has asked Sue Mackey Andrews to collect some information on family cost participation (a co-pay of costs from

parents) and DESE should be getting those results back very soon. This could be something that is included in the Redesign Update meeting later this summer.

- **Data (handouts)**

Mary Corey handed some information (also available on the web and are updated monthly). Stacey Ismail indicated that some of the data for audiology and special instruction is skewed because of how the information is being entered into the system. DESE is working to “clean” this up. If a provider is listed under more than one specialty, they will show up on the report for each specialty so there is some duplication. There are some providers who still do not have a matrix page.

Joyce Jackman indicated that if a SPOE is having a larger number of children identified as needing services than what had been estimated, they need to send a letter to OA and they will contact the SPOE and DESE to have a meeting for negotiations. SPOEs are having difficulty staying in the 45-day timelines when the numbers of children served has increased dramatically. Kathy Daulton indicated that in their contract they had identified 1.25 FTE but are now needing 2.0 FTE to stay in timelines and wanted to know if their contract could be revised to make this change.

Working Lunch

- **OSEP’s Response to the Continuous Improvement Monitoring Process (CIMP)/Improvement Planning Process**

Debby Parsons indicated that DESE has received the monitoring report from OSEP and it did have some Part C issues in it. She did indicate that the good news in reviewing this report is that OSEP does understand where Missouri is and that we are moving into a new system and are in a phase of transition.

The Missouri’s Improvement Plan is due to OSEP on July 1, 2003. OSEP was looking at old data and a small sampling of Phase I data and this report was generated using that data. OSEP had Part C concerns with Child Find, correction of noncompliance, and timeline for evaluation, assessment, and holding an Individualized Family Service Plan (IFSP) meeting.

DESE knew that there were problems with Child Find. DESE now has new pieces of data from the system to begin looking at to determine if DESE is targeting the kids that need to be. DESE needs to compare our data with the data from Department of Health (DOH). A piece in the new software is that the SPOE should be identifying the district that the child resides in.

Other issues OSEP had but are unable to determine compliance or noncompliance include:

- Monitoring (Compliance staff will be looking at how to use the data and what information to pull from the data system. They will also be looking at what to review on-site and how to keep the data system accurate to then be able to monitor the SPOEs.)
- Interagency coordination
- Impact of any personnel shortages on provision of early intervention (DESE needs to have a better understanding on what is happening across the state.)
- Service coordination
- Evaluations and assessments
- Family centered services
- Early childhood transition

DESE did not see a lot of surprises in the report. DESE will be addressing OSEP’s issues. DESE received a revised performance report format from OSEP – this is the format DESE will use in reporting the Improvement Plan (IP) also. Debby Parsons indicated that DESE met with GLARRC and they will be assisting us with the IP. DESE staff will be working on the Part C report. Hope to have an outline of the report by the first of June.

- **Discussion of Convening Redesign Task Force**

Debby Parsons indicated that there have been internal discussions at DESE to reconvene the Redesign Task Force. The idea behind this is not “to do it all over again” but to review their original

recommendations and to take a look at where we are and what the priorities are. DESE has talked with GLARRC to see if they could assist with this meeting. It was suggested to include some of the original parents from the first Redesign Task Force and to also include parents who are currently entering the system. Could also include new providers and SPOEs to get their perspectives as well as new trainers and new service coordinators. Could even survey groups of individuals to get information that way instead of adding them to the Redesign Task Force. Another suggestion was to pull together the original Redesign Task Force and then bring in different groups of people and they could give their perspectives.

- **Transition Survey (handout)**

This was discussed as being used for the Part C transition and the transition group. Intent was to obtain information on kids approximately six months after exiting Part C services to determine if the SPOE had information about what the child's intended exit was to and then to find out if that was what actually happened. DESE talked about having the SPOEs do this but initially may have to be sent out from DESE. This survey has not been sent out yet. The survey needs to be emailed to Lisa Robbins and Kathy Fuger for their review and feedback to DESE.

SICC Members Updates

- **LICC – First Steps Facilitators**

LICC reports were presented to the Council from Sarah Parker (SE area), Harriet Foiles (NE area), and Becky Taggart (SW area). The LICC regional reports are posted on DESE's webpage at <http://dese.mo.gov/divspeced/FirstSteps/LICCregionpg.html>.

Melodie Friedebach asked if facilitators could identify the counties that do not have an LICC (email that information to Lina Browner in the next couple weeks).

Pam Williams indicated that if no provider is available, DESE can offer compensatory services up front (minute for minute) or once a provider is found they can reconvene the team and determine what compensatory services to provide to the child. The SPOEs have been really good about contacting DESE when they are unable to find a provider.

A suggestion was made that DESE provide information at the Special Education Administrators Conference regarding LICCs, First Steps, etc. Could also include information or experiences from parents about First Steps transition.

- **DMH – Donna Evert** - (not present)

- **DHSS – Kim Reinhardt**

Kim Reinhardt indicated that effective May 15 Department of Health will no longer provide services for First Steps children. Final provider billing have to be received by May 31 (services prior to March 1). The Bureau is receiving very few First Steps bills. What does DESE want DHSS to do with bills received afterwards? Rick Horrell will contact Joyce Jackman.

- **DMS – Debbie Martin**

Debbie Martin indicated that due to HIPAA, some programs will have procedure changes. The procedure code conversion will be effective in July or August 2003 – watch the DMS bulletin for more information.

- **DFS – Jim McLaughlin**
(not present)

- **Providers**

Service coordinators are becoming frustrated because some families were coming to IFSP meetings with long lists of services they are wanting for their child (lists given to parents by the provider). This is also affecting the transition of the child from First Steps to school and the meeting with the district staff to determine services for the child.

Kathy Fuger asked if the provider network is already HIPAA compliant and if this affects teaming that may not have been anticipated? Melodie indicated that as she understands it educational regulations are not subject to HIPAA but that HIPAA comes into place when the CFO bills Medicaid so that they have to be HIPAA compliant. The HIPAA requirements for DMH are different from the requirements for DESE.

The parents as teachers module needs to include SPOE information.

CFO bid is closed and in the process of negotiations.

Sherry Hailey indicated that a public health nurse wanted a therapist to hotline a family because the family refused services (the family was part of the First Steps program). The nurse felt that this was medical neglect because the family was refusing services but it is the families right as part of the First Steps philosophy to refuse services. She mentioned this because she does not want to see this used as a threat against families.

- **Parent/Families**

Anne Marie indicated that families are concerned that providers might drop out of the program and that the explanation given by DESE has been filtering throughout the state.

All First Steps listserv messages are in an archives on the DESE website at (web address). This could help with rumors or questions that could be out in the state. Questions can be sent to DESE staff by using the webreplies listed at the bottom of all DESE web pages.

Nominations

Sherry Hailey indicated that there are two people whose terms expire as of July 1 as part of the Governor's recommendation. They were appointed to the Council with staggering terms. They are Pam Byars and Leslie Elpers). The Executive Committee made a motion to the Council that Leslie and Pam's terms be extended for an additional four-year term starting July 1, 2003. Lisa Robbins seconded the motion. Motion passed.

Another item for discussion was Anne Marie Wells' term expiring effective July 1, 2003 (parent position). Nominations for a parent representative were requested from Council members – send nominations to Lina Browner at DESE. DESE will post the nomination form on the web and will send out a message on the First Steps listserv soliciting nominations. The Executive Committee also serves as the Nominations Committee. The by-laws do indicate that a member remains on the Council until they have a replacement appointed.

Final item for discussion was the election of co-chairs. Both new co-chairs would serve a two-year term. It was suggested not to have both co-chairs' terms end at the same time (one come on for one year and one for two years). The Nominations Committee recommended Valeri Lane and Elizabeth Spaugh as co-chairs. A vote was taken by the Council and both were unanimously accepted as co-chairs.

Second Reading of Bylaws

Some edits were suggested under Article 3 paragraph 5, Article 4 item 6 and 10, and Article 9.

New Business

- Discussion regarding absences
- Practice Manual
- Alternates
- Quorum
- Family Cost Update
- OSEP Report

Adjournment

Sue Allen moved to adjourn the meeting at 2:45 p.m. Valerie Lane seconded. Meeting adjourned.